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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Logistics Office

DATE: 24 September 1953

FROM : Chief, Inspection and Review Staff

SUBJECT: Weekly Activity Report

1. General.

a. O & M Service Survey of DD/P Logistics Functions (continued item).

- (1) Fact finding phase of survey of SR Division logistics functions has been completed. O & M Service representative currently is preparing the initial draft of a report thereon.
- (2) Reviewed draft of NEA Division survey report and discussed changes desirable with O & M Service representative.

2. Projects and Studies in Process.

a. Development of Inspection Check List ( continued item)

Received check sheets and detailed information relative to inspections conducted by representatives of G-4 and the Army Technical Services.

3. Other Items of Interest.

a. Important Meetings (completed item)

- (1) Met with Mr. L. B. Kirkpatrick, Inspector General, to discuss the program of the Inspection & Review Staff, Logistics Office, including questions of policy, procedure and staff relationships.
- (2) Met with Captain J. A. Turner, USN, relative to policies, procedures and organization for conducting inspections and reviews of Navy operations.

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4. (5) Major Objectives.

- a. Review of Logistics Office Organizational Elements (continued item)

No change.



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